General Information

Yattendon is a three-form entry co-educational junior (foundation) school in Horley with a usual annual pupil admissions number at Year Three of ninety children. Currently, however, there is one year group of four classes (a so-called ‘bulge year’). The school has ‘Foundation Status’ and this means that the school owns its site and has greater autonomy over the use of its resources and assets.

The school has undergone a significant building and refurbishment programme and now boasts a stunning library, enlarged school hall, new trim trail, new all-weather pitch and modern, bright classrooms.

Children join Yattendon after Year Two - their final infant year - at seven years of age. They spend four years at the school, leaving at eleven years of age to join secondary school.

The school is a foundation school which means that it owns its own land and other capital assets. This has enabled Yattendon to raise a considerable amount of money to improve facilities. A large extension with a well-resourced library was completed in 2016. Nine classrooms were completely refurbished in the summer of 2017 and our new all-weather pitch was officially opened at the end of the summer term in 2018. Yattendon children truly enjoy 21st century facilities.

Whilst we hope you decide that Yattendon is the best place to send your child for their junior years, it is important that you study the school’s admission policy. The admission policy sets out the criteria used for prioritising applications.

If you have not already done so, please book an appointment to visit the school. Ideally, a visit during the school day gives you the best opportunity to soak up the atmosphere and help you judge whether Yattendon would provide the best junior education for your child. Please contact the school for information about guided tours for prospective parents/carers.

School Address: Yattendon School
Oakwood Road
Horley
Surrey  RH6 7BZ

Telephone: 01293 734100
Fax: 01293 430045
Clubs hotline: 01293 734101
Website: www.yattendon.org
Headteacher: Mr Guy Perkins
Chair of Governors: Mrs Elaine Hampson
School hours: 8:45am (registration at 8:55am) to 3:15pm
Pupils on roll: 390 (3 year groups of 90 and one year group of 120)
Age range: 7 years to 11 years (National Curriculum Year 3 to Year 6) (Junior school only)

Preparation For Your Child Joining Yattendon

Entry into Year 3 in September
We realise how daunting the move away from an infant school environment may be for your child, and make every effort to help your child feel at ease. To smooth the transition process, children entering Yattendon from our local infant schools have a number of opportunities to visit Yattendon prior to their start in September. We ensure that they meet existing Yattendon children and their new teachers and spend time at our school in a programme of well-planned activities - starting early in the year with an invitation to watch the Christmas show. In this way, your child should be very familiar with the environment of Yattendon, even before that first day in Year Three.

Our Year Three teachers invest a lot of time talking to Year Two teachers from Easter onwards to build up an individual portfolio on each child. This ensures that provision in September is well-matched to individual needs. This transition work with our colleagues in the local infant schools is, we believe, vitally important.

Entry at Other Times (Years 3 to 6)
If your child is entering Yattendon at other times of the year, perhaps entering year groups other than Year Three, you may wish to give your child an opportunity to spend a half day or a full day in school before he/she formally starts. This may be arranged with the Head Teacher, Mr Guy Perkins.

We welcome new parents/carers and encourage you to speak to your child’s class teacher on a regular basis as your child settles in to life at their new school. Class teachers and senior leaders make sure they come out onto the playground after school on a regular basis to give you an opportunity to speak to them.
Our Shared Vision

Yattendon has a very strong shared vision around five key aims we hold most dearly. We feel we are unique in the high profile we give this vision. Each area of the vision becomes a focus of our drive to develop our learning community.

Basic Skills
Learning the basic skills is an essential aspect of your child’s time at Yattendon. We are committed to ensuring that all learners are confident and competent in reading, writing, mathematics, science and computing. Children’s progress in these subjects is very carefully monitored to ensure that they do not fall behind, and that they receive extra support if needed.

Rich Learning Experiences
Children learn best when they are motivated and interested in their learning. At Yattendon, we aim to provide rich learning experiences, and by this we mean:

- Children learn a wide range of subjects, using the expertise of specialists where appropriate
- We exploit the use of the outdoor environment to make learning more vibrant and meaningful
- We invite visitors, hold special days in school, take children on trips, use drama to help make learning more meaningful and hold special curriculum weeks
- We encourage the children’s own interests and ideas to shape their learning
- We strive to ensure lessons are varied and interesting, and that children know about the purpose of a lesson, or series of lessons
- We help children ‘link up’ their learning by planning exciting cross-curricular projects
- We give children a chance to communicate their learning in a variety of ways, including video, books, pamphlets, posters, PowerPoint presentations and podcasts.
Values

Yattendon is a ‘Values School’. At Yattendon, we recognise the importance of children developing a strong moral construct. We feel this is fundamental to children’s relationships with themselves - their self-esteem - and their relationship with others, with their community and with the environment. Within lessons and assemblies and in the way we treat each other on a daily basis in the school community, we emphasise the importance of ‘four-way respect’:

- Children respect each other
- Children respect adults
- Adults respect children
- Adults respect adults

‘Learnacy’ (Learning to Learn)

In the 21st century, progress is so rapid, that we are currently likely to be educating our children for jobs that do not yet exist. It is therefore crucial that children develop skills that they will need to adapt to new situations and understand that learning does not end when they leave school, college or university.

Recently schools have started to recognise the value of children knowing more about the skills that help them as learners. We focus on four ‘Learning Powers’ in school and these are:

- Problem-Solving
- Concentrating
- Thinking Together
- Reflecting

By making these skills explicit to the children - and teaching techniques to help them improve these skills - we can help children unlock some of the mysteries of ‘what it means to learn effectively’. These transferable skills will help equip them for an ever-changing world.

The ‘Y’ Factor

Finally, the ‘Y’ Factor is about perseverance, determination, relentless practice and picking yourself back up after a ‘fall’. It is about placing importance on children having a ‘growth mindset’, and taking steps to develop children’s ‘grit’ so that they can confidently experiment, deal with challenges and handle uncertainties. In this way, we hope to equip them with a thirst for lifelong learning and the proactive capability to both seize opportunities, and make opportunities for themselves.
**Inclusion**

**Special Educational Needs and Disability Provision**
We have a well-resourced special needs team led by two Assistant Head Teachers who work closely with infant colleagues to ensure that all necessary information is passed on and extra provision is organised before the start of the school year.

The SEND Leaders may be contacted via the school office if parents have any specific queries about provision at Yattendon. The SEND leader for the Lower School (years three and four) is Mrs Kirsty Morgan and the SEND leader for the Upper School (years five and six) is Mrs Stella Coulson.

**Provision for More Able Children (Including Gifted and Talented)**
We provide for more able children with particular skills in given areas in a variety of ways. These include extension tasks within lessons, and opportunities to take part in trips and events aimed at challenging children in enjoyable ways. The ‘mastery curriculum’ that we teach ensures that children who are more experienced in certain core areas of the curriculum are exposed to greater levels of challenge.

**School Expectations**

**The Importance of Home/School Partnership**
It is essential that the parents or carers and the school work closely to ensure that children stay safe and happy at school. It is also vital that, if there is any behaviour issue, this strong partnership helps resolve such a problem.

We take pride in the close relationships we develop with our parent community and regularly encourage parents to come into school. These opportunities include parent workshops, assemblies, shows, productions and half-termly award assemblies.

**Yattendon’s Expectations**
All children at Yattendon School are expected to be:

- **READY** (ready to learn, ready to listen, ready to do their best);
- **RESPECTFUL** (behave respectfully towards others and their environment);
- **SAFE** (behave in a way that keeps themselves and others safe).

From time to time, children behave in a way which is contrary to our behaviour code. We ensure that we listen to children who find themselves in difficulties, and require children to reflect on both the behaviour that got them into difficulties and also the consequences of that behaviour. We emphasise the ‘restorative approach’ to behaviour management. This approach stresses the importance of discussing problems with children in order to work out a way forward. This does not replace an appropriate, proportionate sanction; it places more focus on preventing problems re-occurring, **alongside** children taking responsibility for solutions.
Educational Visits and Events

Educational visits and residential field trips form an important part of our curriculum, enabling us to study, first-hand, many aspects of our environment not immediately accessible. We also invite visiting experts into school to support teaching in various areas.

Residential trips are currently offered in Year Four and Year Six. However, we also offer Year Three a camping experience in the school grounds as well as a Year Five activity day. We feel these experiences give children an invaluable opportunity to develop confidence and independence.

Educational visits form the focus of work in many areas of the curriculum. We keep costings as low as possible and funding is available for children eligible for free school meals.

Home Learning

Children are issued with home learning (homework) on a regular basis. The content of this home learning depends on the year group concerned. Some of these activities will be designed specifically for you and your child to work together. Home learning is best when it supports learning at school, either by introducing a topic (such as carrying out research beforehand), revision or follow up.

Reading is a regular on-going home task, essential for the progress of all children. We ask that parents and carers hear their children read as much as possible and discuss the content with their children. We ask that children spend at least 20 minutes reading at home every day either independently or to their grown-ups.

We issue a comprehensive home-school contact book to every child containing a range of guidance to support children’s home learning, including year group spelling lists, recommended reading and mathematics guidance.

Monitoring and Reporting Your Child’s Progress

We closely monitor the progress of all children, particularly in mathematics and English. Every term we hold formal pupil review meetings in order to assess whether pupils need additional support or extension programmes. Parents and carers are informed of any extra help your child may be receiving in school.

In the autumn and spring terms, parents and carers are invited to consultation evenings. During these evenings, teachers will report on the progress and attainment of your child in relation to national standards. Parents and carers are also welcome to come, by appointment, to their child’s class on any day after school to look at their child’s work.

An annual report is sent to parents and carers. An opportunity is available for parents and carers to discuss this report with class teachers after school one day before the end of term.

Equal Opportunities

At Yattendon we embrace equal opportunities legislation, ensuring that no one in our community is discriminated against on the grounds of gender, race, colour, religion, nationality, disability or ethnic origin. Through our Values Curriculum and the way we role model positive relationships in school on a daily basis,
we strive to teach children tolerance and respect for one another, and to recognise prejudice in our society when it does occur.

All children, including those with disabilities, have access to the full range of educational opportunities available in school. We make every effort to remove any barriers to this inclusive approach. Our recently completed extension includes improved access to the building, a lift for first floor disabled access and improved washroom facilities.

House Teams

We have four house teams. Children are allocated a house on entry to Yattendon. These teams give children a further sense of ‘belonging’ in our school. Children have something in common with those in other year groups, and are motivated to strive for the common good!

School Day

The school day starts at 8.45am and ends at 3.15pm

Mornings
Children are brought in from the playground from 8.45am for registration at 8:55am. We warmly welcome parents and carers to the playground to wait with their children before the school day. Mr Guy Perkins (Head Teacher) and Mrs Ruth Bienkowski (Deputy Head Teacher) are often available outside the school at the beginning and end of the school day to answer any queries you may have.

The back gate, which offers easy access to Horley Infants School, is locked at 9:15am each morning, so entry must be via the main entrance (Oakwood Road) during the rest of the day.

Lunchtime
There is a lunch break of 55 minutes between 12:15pm and 1:10pm for all children. We are lucky to have our own catering team at Yattendon who prepare delicious lunches for our children. In fact, if you speak to our children when you visit, a school meal cooked in our kitchen is one of the highlights of their day!

Afternoons
Afternoon school finishes at 3.15pm. Our back gate (Lumley Road entrance) unlocks automatically at 3pm. Parents and carers using this entrance are welcome to wait in the garden area. The front gate unlocks also automatically at 3pm. Parents and carers are encouraged to come down into the playground to meet their children there, as this avoids congestion.

Transporting Your Child To and From School

Dropping and Collecting Children
Many parents/carers walk their children to and from school, which obviously reduces congestion in local roads. When parents/carers arrive at school, they are encouraged to come down to the playground to drop and collect their children. The school car park is for the use of staff and visitors. However, if parents/carers need easier access to the school for reasons of disability, this can be arranged by contacting the school office.
Children may wish to cycle to and from school and facilities are available for securing bicycles during the day. Parents/carers are trusted to make their own judgement as to whether their child is competent enough to ride to school safely.

Reigate and Banstead Council have provided us with Car Parking Permits to issue to parents and carers which allows free parking in the town centre car park for a period of time in the morning and afternoons. This helps to aid the congestion in Oakwood Road and allows sufficient time for adults collecting or dropping children to walk to and from school.

**Communication**

In a busy school, communication is vital. We know that it is very important that the school passes on information effectively, and we have several ways of doing this including phone, emails, text messages, informal chats, meetings and letters.

We have an ‘open door’ policy, which means that the parent community is encouraged to come in and talk to us if they have any questions or concerns.

Parents and carers at Yattendon can keep a regular check on our website for Newsletters that may have been missed, news about trips, letters to parents/carers, guidance documents and policies. We would encourage prospective parents/carers to download editions of our weekly ‘Friday Flyer’ and refer to our online Topic Webs (see below) to gain a flavour of community life at Yattendon.

**Contacting Class Teachers**

Staff do their utmost to find a mutually convenient time to speak with parents and carers if the need arises. If class teachers are unavailable for whatever reason, a member of the senior leadership team is always happy to help, whether it be the Assistant Headteacher, Deputy Headteacher or Headteacher.

**Newsletters**

We feel that parents and carers have a closer relationship with their child’s school if they are regularly informed about what is going on. The Friday Flyer newsletter is the main method of communicating this information. This newsletter is available online if it is missed in a parent’s email inbox.

Once every term, year groups teams produce a ‘Topic Web’ to let parents and carers know about some of the exciting events and activities in which the children have participated in their respective year groups, as well as giving updates on school improvement initiatives.

Paper versions of the weekly and termly newsletters are sent to any parent preferring this method of communication.

**Text Messages at Other Times**

Occasionally parents and carers may receive a text message. This is a form of communication usually reserved for unusual events, such as the closure of the school due to snow.
**Email**
Many parents and carers choose to communicate by email, sending their message via the address below. If you have any queries about the school, you may prefer this method of contact.

The school office email address is: info@yattendon.surrey.sch.uk

---

**Attendance**

**School Attendance: Categorisation of Absence**
We are very proud on our attendance record at Yattendon, showing the commitment of parents/carers to their children’s learning.

In 2017-18, attendance and absence rates were as follows:

- Attendance: 96.06%
- Authorised absence: 3.11%
- Unauthorised absence: 0.56%

We do stress to parents/carers that it is very important children attend school regularly, and arrive at school before registration at 8:55am. Parental support is vital in ensuring children arrive at school on time, wearing correct school uniform and properly prepared for the school day.

---

**Before-School and After-School Childcare**

Our before-school and after-school care is called OSCAHS. This facility is available every day. In before-school care, parents/carers are able to arrange for their child to have a breakfast. Please see the OSCAHS leaflet in your prospectus folder which contains information about this provision, or visit either the school website or navigate to: www.oscahs.co.uk

---

**Uniform and Dress Code**

We feel that wearing school uniform is important to maintain high standards and to help children develop a sense of pride in themselves and their school. We ask parents and carers to send children to school in the correct uniform. Please see uniform list in the appendix for detailed information.

**Purchasing Uniform**
The school supplies sweatshirts, t-shirts, polo shirts, storm coats, P.E. bags and baseball hats (all with the Yattendon emblem). Also available are ties and water bottles. Mrs Cathy Bailey, in the school office, is available in the mornings for school uniform purchases or orders. Order forms are available from the school office, though most parents and carers prefer to order online via a secure-pay area of the school website. Uniform is also sold to parents/carers at the New Parent Induction Evening in July.
House Colours for PE
Children are asked to wear PE t-shirts in their house colours. Parents/carers will be informed of their child’s house colour well before they need to start purchasing uniform. (See more information about PE lessons below).

PE – Further Information
In order to fulfil National Curriculum requirements, and because we feel that it is an essential life skill, pupils in Year Three and Year Four receive swimming lessons at some time during the year. As swimming is part of the national curriculum, it is a statutory requirement that all children participate in swimming lessons unless there are health reasons preventing this. We request a voluntary contribution from parents/carers in order to help us meet some of the transportation costs involved. The school pays for the swimming tuition itself.

Sickness and Medication
We are happy to administer prescribed medication in school, though we would prefer parents/carers to avoid this if possible. Medicine should be brought to and from the school office by an adult and a form completed to clarify clear dosage instructions from parents/carers. A Medication Policy is available on request.

Meals
We have our own Catering Manager with a team of staff, who have been running our school kitchen very successfully since September 1994. All food is cooked fresh in the school kitchen. A cafeteria system is operated and the children are offered a choice as follows:

- Main meal
- Vegetarian alternative
- Salad selection
- Choice of pudding or fresh fruit/yoghurt

Parents/carers may write to the Catering Manager with details of any food which their child may have an allergy towards - or any special dietary requirements - and an alternative will be provided. We offer a healthy, balanced menu at all times with the emphasis on home-cooked nutritious food. Menu choices are displayed weekly on the website.

Packed Lunches
We ask parents and carers to support our healthy eating policy when providing packed lunches. We also ask that parents and carers do not include nuts or nut-based products in packed lunches.

Pastoral Care
Class teachers are primarily responsible for the pastoral care of children in their class. Parents and carers are encouraged to contact their child’s class teacher if they have any concerns, or wish to pass on information which may be useful to the teacher, such as changes to home circumstances that may be worrying or unsettling for their child.

**Home/School Link Worker**

Mrs Gill Labbett is responsible for supporting any family needing help with a query, or indeed an ongoing problem causing them concern. Typically, she may help liaise with class teachers, seek help from other agencies or help parents and carers to identify agencies that may be able to help them.

**Emotional Support**

The school takes the emotional health of children very seriously. We have two fully trained Emotional Literacy Support Assistants (ELSAs) in school who work one-to-one with children requiring help in understanding their feelings or developing social communication skills. We also have a members of staff who form a ‘Worry Buster’ team. If children don’t feel that they can sort out issues or problems with their class teacher, for whatever reason, they can post a note to one of the worry busters who will arrange to meet with them chat through their problem.

**School Council**

We feel very strongly that the children should contribute to their community and that they should have a forum in which their opinions are heard. The School Council is very active at Yattendon. Made up of representatives from each class, and meeting on a weekly basis, the School Council debate issues, solve problems and suggest ways in which the school could improve. The School Council provide reports on their work to all the children during assemblies.

**Opportunities for You to Get Involved**

**Friends of Yattendon (FOY)**

All parents and carers are automatically a member of ‘Friends of Yattendon’ (or ‘FOY’ for short). The Friends are extremely active at our school, supporting fundraising and social events throughout the year. During 2017 to 2018, they organised an Easter Egg Hunt, a family BBQ, a Christmas Fair and a Summer Fair amongst other events. Their contribution to the life of the school is highly valued.

**Parent and Carers’ Council**

Parents and carers are invited to join the Parent and Carers’ Council. This is another way parents/carers can contribute to the success of Yattendon, giving valuable feedback to the Senior Leadership of the school. We like to hear about what we are doing well, as well as areas in which we can improve as a school. The minutes of these meetings are posted on the school website.

**Parent Volunteers**

If parents/carers have some time to spare during the week, and would like to offer their help, we would love to have them in school. Currently, parents/carers help out with anything from hearing children read to coming on a school trip. We advertise meetings once a year for anyone interested in volunteering their time in this way.
Safeguarding

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Our safeguarding procedures are outlined in our Child Protection and Safeguarding Policy. All staff (including supply staff, volunteers and governors) must ensure that they are aware of these procedures. The policy is available publicly on the school website (www.yattendon.org) and available on request for parents and carers from the school office.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child’s welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first, unless we have reason to believe that such a move would be contrary to the child’s welfare.

Pupil Premium

The school receives extra funding for any family that qualifies for pupil premium. These are families that have qualified for free school meals in the past (whether or not they claimed these free meals).

Our school office handle registration in confidence. Children who qualify for pupil premium may receive extra resource and provision.

**General Eligibility Guidance for Free School Meals**

- Income Support (IS)
- Income based Job Seeker’s Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- The Guaranteed element of State Pension Credit.
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit
- Income related Employment and Support Allowance (IRESA)

Please check the guidance above for accuracy, as criteria sometimes change.

**Pupil Premium for Services children**

If your child joins us, please let us know if you are currently serving in the armed forces or have served in the last three years as there may be additional funding available for your child.
**Appendix 1 - Uniform**

We feel that wearing school uniform is important to maintain high standards and to help children develop a corporate feeling and sense of pride and belonging in themselves and their school. We ask parents to co-operate by sending children to school in uniform as detailed below, making sure that **every item is clearly marked with the child's name.**

<table>
<thead>
<tr>
<th><strong>WINTER UNIFORM</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dark grey skirt</td>
</tr>
<tr>
<td>with short or long white socks (not sports, liner style socks)</td>
</tr>
<tr>
<td>OR thick grey tights</td>
</tr>
<tr>
<td>Dark grey tailored trousers</td>
</tr>
<tr>
<td>with dark grey or black socks</td>
</tr>
<tr>
<td>Short or long sleeved buttoned neck shirt and Yattendon school tie</td>
</tr>
<tr>
<td>School sweatshirt</td>
</tr>
<tr>
<td>School Storm jacket for outdoor wear (optional)</td>
</tr>
<tr>
<td><strong>Black shoes</strong> of suitable style for outdoor wear (Not trainers). A maximum inside heel height of <strong>2cm</strong> with soles of a standard thickness – no platforms.</td>
</tr>
<tr>
<td>Shoes for indoor wear in emergencies in case of muddy or wet outdoor shoes (plimsolls are acceptable)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SUMMER UNIFORM</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue/white gingham dress</td>
</tr>
<tr>
<td>with short or long white socks (not sports, liner style socks)</td>
</tr>
<tr>
<td>Short or long sleeved buttoned neck shirt and Yattendon school tie</td>
</tr>
<tr>
<td>Dark grey tailored shorts/trousers</td>
</tr>
<tr>
<td>with dark grey or black socks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>P.E. KIT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy shorts (plain)</td>
</tr>
<tr>
<td>School T-shirt (designated House colours)</td>
</tr>
<tr>
<td>Lightweight trainers (for outside activities)</td>
</tr>
<tr>
<td>Navy tracksuit or jogging bottoms for outside activities in cold weather</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SWIMMING KIT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(Year 4 in Autumn term and Year 3 in Summer term)</strong></td>
</tr>
<tr>
<td>Towel</td>
</tr>
<tr>
<td>One piece costume or swimming trunks (no long shorts or bikinis)</td>
</tr>
<tr>
<td>Named Waterproof bag</td>
</tr>
</tbody>
</table>